

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO (DSH-A)

JOB CLASSIFICATION: OFFICE TECHNICIAN (Typing) Centralized Psychological Assessment Services (C-PAS)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks and other related work. Coordinate with Psychology Department staff to facilitate evaluations; maintain testing materials, associated documentation and databases, and other Psychology Department data entry; assists the Senior Psychologist, Supervisor (C-PAS Director) with responses to external requests for raw test data.

30 % **Psychological Testing Materials Inventory and Assessment Management:** **Demonstrate interpersonal skills with a broad range of employee and public contact;** Responsible for managing psychologists' and interns' access to and the timely return of C-PAS test kits, manuals, and consumable forms. Maintain proper inventory of and order needed test supplies and materials from vendors in private enterprise for the Department of Psychology. Maintain accurate records of all transactions and provide this information to the accounting or procurement departments as requested; completes procurement processes as needed; provides estimated budgeting and planning information when requested. Tracks tests checked out to psychologists via forms and databases, reviews and may suggest new inventory management processes to improve efficiency and/or cost reduction. Periodically reviews materials checked out and **communicate effectively in spoken and written language** with psychologists to ensure they have what they need for assessments and return materials in a timely manner. If inconsistencies are found between database and materials in psychologists' possession, works with C-PAS director to **resolve issues identified during the quality check**. Reports weekly to identified Supervising Psychologists the tests used by psychologists to assist with tracking that evaluation documentation is completed and filed in patient charts.

30% **Archived Raw Test Data Management:** Receives and files psychological testing folders from all psychologists and neuropsychologists. Accurately initiates the filing of, maintains and retrieves all files, chart notes, correspondence, and other documentation. **Applies computer skills, e.g., Microsoft Word, Access, and Excel; printers; internet skills; Outlook e-mail;** Checking databases and paper files, identifies if prior testing was completed for specific patients as requested by psychologists and retrieves files when available. **Keep abreast of departmental policy, and hospital rules and regulations.** Under direction of the C-PAS Director, reviews requests for raw data to be supplied to outside entities (e.g. subpoenas, court orders, and other releases of information), identifies applicable data, creates response packet for C-PAS Director's review, and updates data request database. Assists with orientation of new psychology staff to C-PAS processes; e.g. how to check out test materials and request patient's

prior testing results.

- 25 % **Data Collection and Entry:** Employs data entry, database management and office organizational skills to complete timely data entry for psychological assessment measures (e.g. testing log book, cog screen database), neuropsychological referrals and evaluation results, Suicide Risk Assessments, Behavior Plans, and other data management responsibilities as assigned. **Perform telephone communication, including scheduling appointments and meetings, and relaying telephone messages precisely.** Communicates effectively and uses computer skills to identify new neuropsychological group, consultation and assessment referrals on the Task Tracker, retrieve patients' specific referral history, may provide pre-screening analysis of past services / cognitive screening received by patient to inform current referral response, and relays the information to requesting team or C-PAS neuropsychologist processing new referrals. Data entry and database management for neuropsychological evaluation referrals and possibly raw data. Other data management responsibilities as assigned by supervisor. Assists with Program Evaluation and planning when undertaken by C-PAS and the Department of Psychology.
- 15% **Miscellaneous:** Uses word processing, spread sheet, database and other computer skills to perform Account Manager duties, including working with IT to analyze problems and maintain working order of psychological and neuropsychological software systems. Requires periodic review of files and software currently in the computer system, requesting updates or replacements of IT, as required. Learn new software applications as needed. Other duties as assigned. Communicates effectively orally and/or in writing between C-PAS and other departments within DSH-A.

2. SUPERVISION RECEIVED
Senior Psychologist, Supervisor (Director of C-PAS)

3. SUPERVISION EXERCISED
N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

ABILITY TO:

Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep

difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR – N/A

THERAPEUTIC STRATEGIES & INTERVENTIONS

Demonstrates basic skills and understanding for therapeutic interventions, to ensure safety for individuals and staff.

MANDATORY REPORTING OF ABUSE AND NEGLECT

Demonstrate an understanding of the responsibility as a mandatory reporting agency to report abuse or neglect of dependent adults.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

RELATIONSHIP SECURITY: demonstrates professional interactions with the patients and n therapeutic boundaries.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Knowledge of Assessment Center filing arrangement, measurement check-out policies, data entry, ability to access information in databases, procurement processes.
Ability to communicate technical knowledge.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Ability to use basic computer programs to retrieve, enter, manage, and/or report on various databases used by C-PAS and the Psychology Department. Extensive knowledge of office

equipment and office computers, including training others on computer programs and designing computerized databases and forms.

6. LICENSE OR CERTIFICATION – N/A

7. TRAINING - Training Category = 06

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as Determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date